

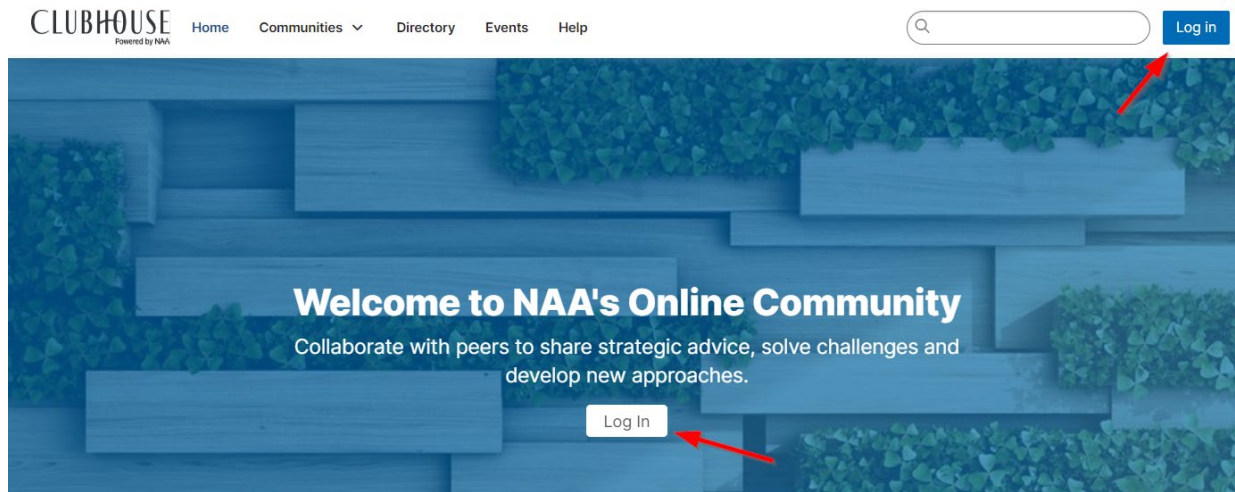
CLUBHOUSE

Powered by NAA

Navigating Clubhouse: A Guide for Affiliates

Logging into Clubhouse

Visit clubhouse.naahq.org. Click “**Log in**” in the top right corner or the center of the page. You will use the same email address and password you use to sign into your main NAA account.



If you need help logging in to Clubhouse, please contact Teri Bilby (tbilby@naahq.org) or Linda Snell (lsnell@naahq.org).

Need an NAA Account?

If you don't have an NAA account, please create one on the main NAA website.

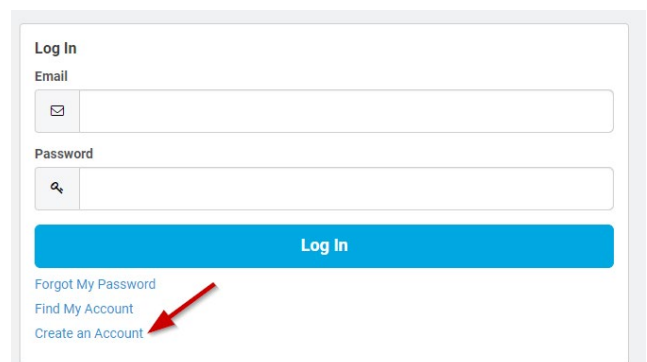
Step 1: Visit naahq.org and click “**My Account**” in the top right corner.



Education & Careers ▾ Events & Programs ▾ Industry Operations & Compliance ▾ Units Magazine & News ▾ Advocacy ▾

Step 2: Select “**Create an Account**” and follow the prompts to create your account.

➔ **Important:** Once you've created your NAA account, email Teri Bilby or Linda Snell so they can apply permission settings to your account to allow access to your Clubhouse communities.

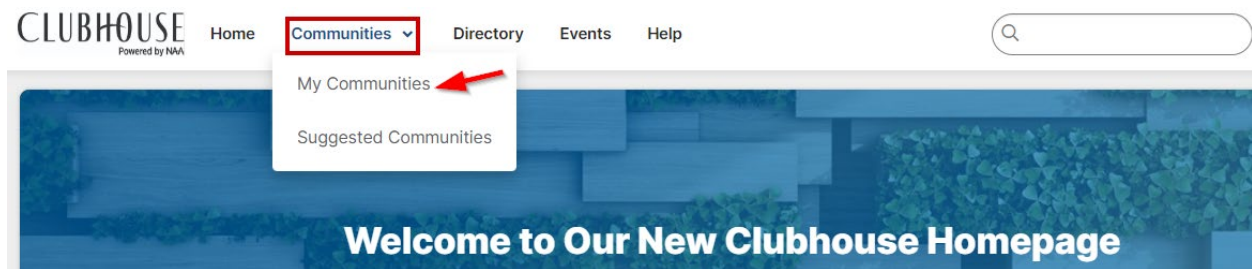


Find the Affiliate Clubhouse Communities

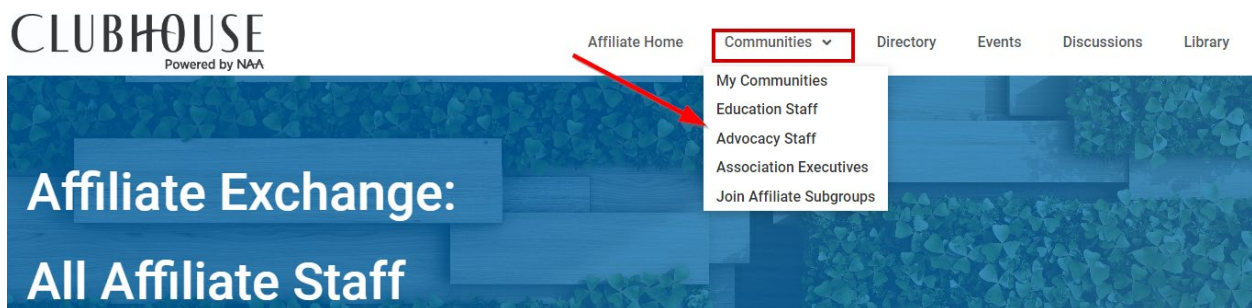
To navigate to the Affiliate Exchange - All Affiliate Staff Community, Affiliates – Association Executives Community, or other affiliate subgroup communities, you will need to do one of the following:

- ➔ **Note:** Only Association Executives and approved NAA Staff can access the Association Executives Clubhouse Community.

Option 1: When first logging in, you will be automatically taken to the Clubhouse Homepage. From there, click on **My Communities** to view and access the different communities you belong to in Clubhouse.



Option 2: If you have already navigated to one of the affiliate community groups (e.g., the Affiliate Exchange - All Affiliate Staff Community) but would like to **view a different affiliate community**, click on the **Communities** drop-down and select the affiliate subgroup you'd like to navigate to.



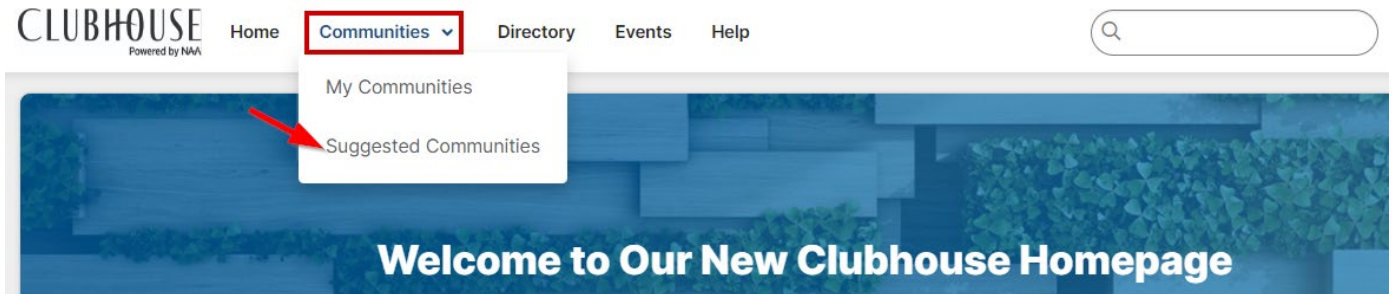
There are currently four communities for affiliate staff and AEs in Clubhouse:

1. **Affiliate Exchange – All Affiliate Staff:** All affiliate staff are **automatically placed** in this community. In this community, you can access all affiliate resources and engage in discussions with your fellow affiliates.
2. **Affiliates – Association Executives:** Only AEs can belong to this community. All AEs are **automatically placed** in this community.
3. **Affiliates – Advocacy Staff [Affiliate Subgroup]:** All affiliate staff can **join** this community. In this community, you can access advocacy resources for affiliate staff and engage in discussions with other members of the Affiliates – Advocacy Staff Community.
4. **Affiliates – Education Staff [Affiliate Subgroup]:** Any affiliate staff can **join** this community. In this community, you can access all affiliate resources related to NAAEI and engage in discussions with other members of the Affiliates - Education Staff Community.

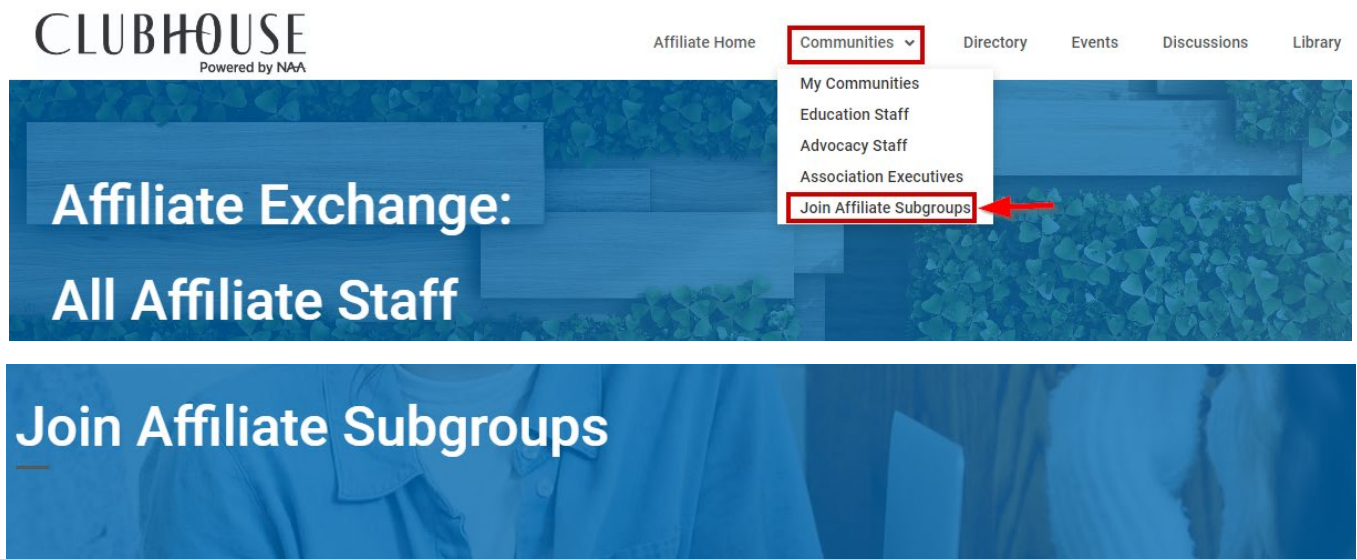
Join Affiliate Subgroup Communities

If you want to **join an affiliate subgroup community**, you will need to do one of the following:

Option 1. If you just logged in to Clubhouse and are on the Homepage, click on the **Communities** drop-down and select **Suggested Communities**. You can join the Affiliate Subgroups from that page.



Option 2: If you have already navigated to one of the affiliate community groups (e.g., the All Affiliate Staff community), click on the **Communities** drop-down and select **Join Affiliate Subgroups**. Then, click **Join** next to the subgroup you'd like to join.



Note: If there are no groups listed, you have already joined all the Affiliate Subgroups.

Affiliates - Advocacy Staff [↗](#)

This is a group for Affiliate Staff that are involved in advocacy at the local, state and federal level.

last person joined one month ago

Discussions **4** Members **42**

[Join](#)

Affiliates - Education Staff [↗](#)

This group is for Affiliate Staff that are focused on delivering NAAEI and professional development programs at the affiliate level.

last person joined 7 days ago

Discussions **7** Members **70**

[Join](#)

What do the Affiliate Communities Offer?

From the homepage of each community, you'll be able to access the community's Library resources, connect with fellow community members through the Directory, engage in discussions, view upcoming events, and update your profile/settings.

To switch between your communities, click the **Communities** drop-down and select the community you want to view.

→ **Please Note:** you must **sign in** to view content in your Clubhouse Communities. In addition, you need to **join** the *Affiliates – Education Staff Community* and *Affiliates – Advocacy Staff Community* before you can access the content in those communities [see page 3].

CLUBHOUSE
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Affiliate Home Communities Affiliates Learning Day Directory Events Discussions Library

Affiliate Exchange: All Affiliate Staff

This is the hub for all Affiliate Staff to connect with peers within the NAA Federation to problem solve and share great ideas.

Resources

Explore resources for Affiliate Staff. Download files at your convenience.

Navigate to Library ▶

Connect

Find others with whom you may seek advice and share common challenges.

Connect with Others ▶

Engage

Join discussions with your peers and industry leaders to expand your knowledge.

Start Discussing ▶

Latest Discussions

SD "Common App" for renters (like the college applica ...
By: [Sarah DuBose](#), 3 days ago

We had a reporter reach out with the below question this week. Has anyone ever had to answer this question before and have recommended talking points they can share? "Has there ever been talk about having something like the "Common App" (used for college ...

AW Awards Process
By: [Donald Wood](#), 5 days ago

The AAGC is looking at revamping our awards process to make it more robust and to hopefully increase participation. Please forward me your award timeline, criteria, judging etc. and any helpful information that you care to share. Thanks Donald ...

TS Award Force OR OpenWater
By: [Teresa Starkey](#), 6 days ago

I've been having meetings with both about an awards platform option for my RAMMY Awards in Central VA (35 categories / 375 nominees) and ACE Awards in Hampton Roads (47 categories / 730 nominees). My discussion request is simple, do you use one ...

More ▶

Quick Links

- My Settings
- Build My Network
- Affiliate Portal
- Help

Unanswered Questions

"Common App" for renters (like the college applica ...
By: [Sarah DuBose](#), 3 days ago
Posted in: [Affiliate Staff](#)

Reply

Upcoming Events

NAA Affiliate Learning Day **Jun 5**
Jun 5, 08:00 AM - 08:00 PM (ET)

Get Help with Clubhouse:

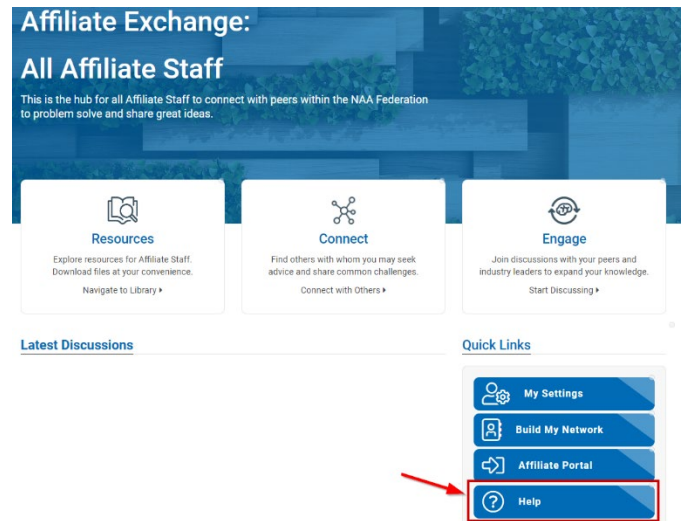
If you need help completing your profile, posting a message, setting email notifications, and such, go to the Help page.

There is a Help button under Quick Links on the homepage of each of the Affiliate Communities.

Clubhouse Help Contacts:

Alyra Donisvitch - adonisvitch@naahq.org

James Betterson - jbetterson@naahq.org



NAA Staff Contact Information

Affiliate Exchange – All Affiliate Staff Community

[Linda Snell](#) – Account Access, Site Navigation, Resource Library, Discussions, General Questions/Feedback

[Teri Bilby](#) – Account Access, Site Navigation, Resource Library, Discussions, General Questions/Feedback

Affiliates – Association Executives Community

[Linda Snell](#) – Account Access, Site Navigation, Resource Library, Discussions, General Questions/Feedback

[Teri Bilby](#) – Account Access, Site Navigation, Resource Library, Discussions, General Questions/Feedback

Affiliates – Advocacy Staff Community

[Nicole Upano](#) – Resource Library, Discussions, General Questions/Feedback

[Benjamin Harrold](#) – Resource Library, Discussions, General Questions/Feedback

Affiliates – Education Staff Community

[Veronica Johnson](#) – Resource Library, Discussions, General Questions/Feedback

[Elizabeth Zolotukhina](#) – Resource Library, Discussions, General Questions/Feedback